

FILED: *Records*
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MEMORANDUM FOR THE RECORD

The following are comments on the statistical report submitted by CS 1/17/55

1. According to the report, 19,150 linear feet of paper records and 9,450 linear feet of card files have been surveyed. Inasmuch as the footage for the card files seems rather excessive, it is assumed that they did not use .2 linear per running foot as a means of measurement. Therefore, we can only estimate the actual footage of the card files. A reasonable estimate of 2,300 linear feet is deemed appropriate giving us a total of 21,450 linear feet of records surveyed in the DD/P Area.
2. The report also states that the Staffs and Divisions retired 370.55 feet to RI. Does that mean that the material went to RI Central Files or OSS Archives?
3. In the transfer of 947.40 feet from cabinet space to shelving it is assumed that the material went to OSS Archives. To our knowledge, it is the only area having shelving.
4. OSS Archives has 5,339 cubic feet of records on hand. If the 979.40 feet did go to the Archives is it included in the total amount mentioned in the report?
5. The amount of records retired to the Records Center is a reported 314 cubic feet, our records show that only 303 feet were retired and of that amount, 225 feet were records of the Office of Communications.
6. It was noted in the report, that the total amount of records surveyed and the type and number of filing equipment used were shown but no breakdown was provided for the Staffs and Divisions. Such a breakdown would further facilitate our work in compiling statistical information for higher echelons and also provide a clear picture of the overall Agency Disposition Program.
7. In compiling the estimated linear footage of record material maintained in the filing equipment reported in paragraph i of the report, a breakdown by type of equipment and amount of footage is as follows;

a. 4 and 5 drawer, safetype cabinets, legal and letter size (Items 1, 2, 3, 4)	19,824 linear feet
b. 4 and 5 drawer, file cabinets, legal and letter size (Items 9, 10, 11)	4,464 " "
c. 10 drawer, file cabinets, card (Item 12)	2,792 " "
d. 5 drawer, safetype cabinets, card (Item 6)	1,352 " "
e. Map Case Sections (Item 13)	990 " "
Total	29,422 Linear Feet

Items 5, 7, 8, 14 & 15 have been excluded from the above compilation because of the lack of sufficient information on the true capacity of the equipment.

7/1/55